

**DEPARTMENT OF EDUCATION**  
P. O. BOX 2120  
Richmond, Virginia 23216-2120

CAREER AND TECHNICAL EDUCATION MEMO NO. 055-13

**DATE:** September 4, 2013

**TO:** CTE Administrators

**FROM:** Lolita B. Hall, Director  
Office of Career and Technical Education Services

**SUBJECT: 2013-2014 Due Dates for Career and Technical Education Reports**

For your convenience, a compiled list of due dates for 2013-2014 Career and Technical Education (CTE) Reports is attached. It is very important that CTE reports are submitted to the Virginia Department of Education (VDOE) as directed and on time. Detailed information regarding these reports will be presented on September 19, 2013, during the video streamed *Training Session #6, **Beginning-of-Year: Financial Information, Reimbursements, and Reports.*** All CTE administrators and other appropriate staff are strongly encouraged to participate. The session will be recorded and available on the VDOE Web site. The agenda and directions for login will be provided under a separate cover.

If you have any questions, please contact the CTE staff at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or by phone at 804-786-4206.

LBH/jts

Attachment

## 2013-2014 CTERS Important Dates

Report	Brief Description	Due Date
Secondary Enrollment Demographic Form (SEDF) Fall Report	Report enrollment counts that are recorded on <u>October 1, 2013</u> , for all CTE state-approved 6-, 9-, 12-, 18-week first semester and yearlong (36-week) classes.  <b>New Submission Method:</b> CTE Administrator submits to VDOE through *SSWS Fall Master Schedule Collection.	December 6, 2013
Career and Technical Education Follow-up Survey of Program Completers (School Year 2012-2013)	Conduct the 2014 follow-up of the 2013 CTE Program Completers approximately 9–12 months after graduation. The survey measures completers' transition to postsecondary education or employment, their satisfaction, and quality of their high school education.  Submission Method: Online data entry (managed by University of Virginia Weldon Cooper Center for Public Service)	July 1, 2014 (follow-up survey ends)
Secondary Student Career Clusters Enrollment Report (SSCCER)	Report unduplicated enrollment counts that are recorded on the <u>last day of school</u> , for students participating in CTE classes in grades 9–12 and students in grades 7 and 8 who are earning high school credit.  <b>New Submission Method:</b> Within *SSWS, upload the data text file through the End-of-Year Student Record Collection to VDOE.	July 18, 2014
Preliminary Completer Demographics Report (CDR)	Report data elements that are recorded on the <u>last day of school</u> and used to analyze program completer demographics, calculate performance measures, and compile federal, state, and local accountability reports.  Submission Method: Within *SSWS, upload the data text file through the End-of-Year Student Record Collection to VDOE.	July 18, 2014
Career and Technical Education Credential Collection (CTECC)	Report data annually for students and teachers participating in CTE classes and industry credentialing external testing presented in the School Report Card.  Submission Method: Within *SSWS, upload the data text file. <b>NOTE:</b> Upon verification by the school division, the <i>Workplace Readiness Skills for the Commonwealth</i> Examination results will be reported directly to VDOE from CTECS.	July 31, 2014
Final Completer Demographics Report (CDR)	Report data elements that are recorded on the <u>last day of summer school</u> and used to analyze program completer demographics, calculate performance measures, and compile federal, state, and local accountability reports.  Submission Method: Within *SSWS, upload the data text file through the Summer Student Record Collection to VDOE.	August 29, 2014
Secondary Enrollment Demographic Form (SEDF) End-of-Year Report (2013-2014 School Year)	Report enrollment counts that are recorded on the last day of school, for all CTE state-approved 6-, 9-, 12-, and 18-week second semester classes.  <b>New Submission Method:</b> CTE Administrator submits to VDOE through *SSWS End-of-Year Master Schedule Collection.	September 30, 2014